

HOME Investment Partnerships Program
Notice of Funding (NOFA)
Questions & Answers

QUESTION #: 41	DATE SUBMITTED: 2/10/2014
MF NOFA <input checked="" type="checkbox"/>	SF NOFA <input checked="" type="checkbox"/>
Question: <ol style="list-style-type: none">1. Is Construction Management an eligible HOME expense and if so is there a fee schedule to determine how much DCA is willing to pay?2. Does DCA have a replacement reserve requirement per unit?3. Does DCA have a operating or lease reserve requirement per unit?	
Answer: <ol style="list-style-type: none">1. Under both NOFAs, construction management is considered to be included in the developer's fee. Under the HOME Homeownership and Small Rental Housing Development NOFA, soft costs are eligible as allowable under the HOME Program requirements. Under the Multifamily NOFA, HOME funds can be used for soft costs unless the HOME funds are combined with the Low Income Housing Tax Credit (LIHTC) within the project. In projects which do not include LIHTC and as provided in Section II, F of the Multifamily NOFA, soft costs (developer fee) can be paid by DCA HOME funds as allowed under the HOME Program requirements. However, when HOME funds are combined with the LIHTC, HOME funds may only be used for hard costs, and, therefore, DCA will not reimburse the project for these costs.2. Yes, please refer to the 2014 QAP Exhibit A to Appendix I for Policies related to all projects. DCA will use these requirements, as applicable, for rental housing development under the HOME Homeownership and Small Rental Housing Development NOFA as well as for all projects submitted under the Multifamily NOFA.3. DCA generally requires at least the equivalent of 3 months of projected operating expenses in a lease up reserve, and the equivalent of 6 months of projected operating expenses plus 6 months of required debt service on secured debt for the Operating Deficit Reserve. Please refer to the 2014 QAP Exhibit A to Appendix I for Policies related to all projects. DCA will use these requirements, as applicable, for rental housing development under both NOFAs.	
Date Replied: 2/24/2014	

HOME Investment Partnerships Program
Notice of Funding (NOFA)
Questions & Answers

QUESTION #: 42	DATE SUBMITTED: 2/14/2014
MF NOFA <input checked="" type="checkbox"/>	SF NOFA <input checked="" type="checkbox"/>
Question: <ol style="list-style-type: none">1. Are there any specific DCA or HOME requirements the third party developer must meet?2. Does the sub-recipient have total control over selection of the developer?3. Does the developer need to be "qualified" through an approval process with DCA for the Single Family Homeownership program?4. Does the developer need to be in place with the submittal of the application?	
Answer: <ol style="list-style-type: none">1. Under the HOME Homeownership and Small Rental Housing Development NOFA, the sub-recipient must ensure that the developer meets all requirements of the HOME program, including but not limited to, their selection process following the applicable procurement process found at 24 CFR 85, 24 CFR Part 84, and OMB Circular A-110; the Section 3 policy of DCA; the HOME Conflict of Interest provisions; the Debarred, Suspended, or Ineligible Contractor provisions, the Equal Opportunity provisions, the Non-Discrimination and Equal Access provisions outlined in the NOFA. Additionally, the developer must meet the state Immigration provisions outlined in the NOFA. On a case by case basis, DCA reserves the right to place additional requirements on the selection of the developer pending the type of development, the percentage of DCA's investment in the proposal, and the scope of the proposed project.2. See response to question #1.3. See response to question #1.4. A developer does not need to be identified to submit an application under the HOME Homeownership and Small Rental Housing Development NOFA.	
Date Replied: 2/24/2014	

HOME Investment Partnerships Program
Notice of Funding (NOFA)
Questions & Answers

QUESTION #: 43	DATE SUBMITTED: 2/14/2014
MF NOFA <input type="checkbox"/>	SF NOFA <input checked="" type="checkbox"/>
Question: <ol style="list-style-type: none">1. There is a "Checklist of Required Documents" at the end of the application. It is not clear that all of the relevant documents must be submitted with this application, or at some later time during this process. For instance, we do not yet have a final legal description for our project site. Can you confirm when these items are due.2. Throughout the application and checklist the word "Applicant" is used, including on the checklist. Confirm that everywhere "applicant" is being used, it is referring to the applicant as sub-recipient for the HOME funds, and not the eventual applicant/user of the HOME dollars for a specific housing development project3. The Application is "locked" for editing within the document, other than completing shaded areas. We can submit a 'supplemental' document that includes the answers to all narrative questions that cannot be directly input into that application. Alternatively it is possible for us to "unlock" the application and insert the narrative answers directly into the form. Please confirm which method you prefer for us to use to report our answers.	
Answer: <ol style="list-style-type: none">1. At the time of submission of an application to DCA under the HOME Homeownership and Small Rental Housing Development NOFA, information specific to a project site should only be submitted to demonstrate the applicant's readiness to proceed. As provided on page 6 of the application, identification of project sites are not required at time of application. However, if project sites are identified and/or information is available, the following items may be submitted with the application: site control (with legal description), zoning and site plan, relocation, architectural drawings, partnership agreements, consolidated plan certification letter, and letters from service providers (as applicable).2. Under the HOME Homeownership and Small Rental Housing Development NOFA, the term "applicant" is referring to the entity seeking funds under this NOFA from DCA to act as a "subrecipient" in the administration of these HOME resources.3. In instances where the applicant's response to a question will exceed the space requirements provided by the application, the applicant should provide a response on a supplemental document that is clearly labeled with the question to which the supplemental document refers.	
Date Replied: 2/24/2014	

HOME Investment Partnerships Program
Notice of Funding (NOFA)
Questions & Answers

QUESTION #: 44	DATE SUBMITTED: 2/14/2014
MF NOFA <input type="checkbox"/>	SF NOFA <input checked="" type="checkbox"/>
Question: When will applicants be notified if they were awarded funds?	
Answer: For applicants to the HOME Homeownership and Small Rental Housing Development NOFA, DCA intends that GHFA will enter into a formal written agreement with each selected Applicant no later than June 30, 2014. To meet this schedule, DCA anticipates that funding announcements under the HOME Homeownership and Small Rental Housing Development NOFA will be made by April 30, 2014. Under the Multifamily NOFA, DCA anticipates making funding announcements by April 1, 2014.	
Date Replied: 2/24/2014	